

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 50-07, Change 1
Date:	June 21, 2010
Keyword:	Child Care
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Child Care: Forms and Guidance for Relatives Required to List with the Department of Family and Protective Services—*Update***

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on how relative child care providers who are required to list with the Texas Department of Family and Protective Services (DFPS) can access the necessary applications and forms in order to be listed.

This update provides Boards with information and guidance on how relative child care providers who are required to list with DFPS can use the DFPS Web site to apply online to become a listed home.

Attachments 1, 2, and 3 remain unchanged.

CHANGES TO WD LETTER 50-07:

New information in this WD Letter is indicated by **bold** typeface, which indicates new or clarifying language.

BACKGROUND:

Texas Workforce Commission (Commission) Child Care Services rule §809.91(f)(1) requires that a relative caring for a child in the relative's residence be listed with the DFPS.

WD Letter 40-07, Change 1, issued on June 22, 2007, and entitled "Background Checks for Relative Child Care Providers: Implementation Timeline: *Clarification*" provides further information on relative provider requirements.

PROCEDURES:

Submitting the Listed Home Application Electronically

Boards must be aware that DFPS:

NLF

- **has implemented the eApplication Process, which allows a child care provider to apply online to become a listed home provider; and**
- **recommends that applicants apply online using the DFPS Web site to facilitate and expedite the application process for relative provider listed homes.**

The online application is available at

http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/start.asp

Boards must be aware that providers who are required to list with DFPS can submit the listed home application:

NLF

- **electronically through the DFPS Web site; or**
- **manually using the hard-copy application and forms.**

Boards must be aware that the following forms, which must be completed by relative child care providers who are required by Commission rule §809.91(f)(1) to list with DFPS, are located on the DFPS Web site.

NLF

- Listing Request, Form 2986
http://www.dfps.state.tx.us/documents/child_care/forms/2986e.pdf
http://www.dfps.state.tx.us/documents/child_care/forms/2986s.pdf
(Spanish version)
- Request for Criminal History and Central Registry Check, Form 2971
http://www.dfps.state.tx.us/Documents/Child_Care/Forms/2971.pdf
http://www.dfps.state.tx.us/documents/child_care/forms/2971s.pdf
(Spanish version)
- Child Care Fee Schedule, Form 2988,
http://www.dfps.state.tx.us/Documents/Child_Care/Forms/2988A.pdf
http://www.dfps.state.tx.us/documents/child_care/forms/2988s.pdf
(Spanish version)

Boards must ensure that the above forms are made available to relative providers who are required to list with DFPS.

NLF

Boards also must ensure that these relative providers receive the following information regarding submission of the forms to DFPS:

NLF

- The Listing Request, Form 2986, and the Request for Criminal History and Central Registry Check, Form 2971, must be submitted to the appropriate DFPS Local Child Care Licensing Office (Attachment 1).
- The relative applying for the listing permit and each individual listed in the Listing Request, Form 2986, must be included in the Request for Criminal History and Central Registry Check, Form 2971.
- The Child Care Fee Schedule, Form 2988, must be submitted to:

Texas Department of Family and Protective Services
Accounting Division E-672
P.O. Box 149030
Austin, Texas 78714-9030
- Relative providers required to list with DFPS must pay a \$20 fee and submit the payment with the Child Care Fee Schedule, Form 2988. The \$20 fee includes the background check or checks.
- The relative provider must fill out the forms completely. DFPS will return incomplete forms to the applicant, which will delay the listing process.

Boards must ensure that relative providers who are required to list with DFPS receive the contact information for the appropriate DFPS Local Child Care Licensing Office (Attachment 1).

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Boards may provide the additional instructions for completing and submitting required DFPS forms (Attachment 2) to relative providers who must list with DFPS.

LF

Boards may encourage their child care contractors to assist relatives in filling out the application forms by reviewing the applications for completeness.

LF

Boards must ensure that relative providers applying to be listed with DFPS receive information regarding the minimum requirements for listed family homes set forth in Attachment 3.

NLF

Expediting the Listed Home Application

Boards must be aware of the following DFPS recommendations, which may expedite the completion of the listing process:

- The original Child Care Fee Schedule, Form 2988, and fee payment check are not sent to the DFPS Local Child Care Licensing Office with the Listing Request, Form 2986, and the Request for Criminal History and Central Registry Check, Form 2971. However, relative listing applicants are

encouraged to include a photocopy of the Child Care Fee Schedule, Form 2988, and a photocopy of the check with the Listing Request, Form 2986, and the Request for Criminal History and Central Registry Check, Form 2971, when submitting them to the DFPS Local Child Care Licensing Office.

- DFPS expects to process applications as quickly as possible. To expedite the process, relative listing applicants should be discouraged from contacting DFPS regarding the status of their applications—with the following exception. If a relative listing applicant has not received the listing permit or been contacted by DFPS regarding the status of the application within 45 days of submitting it, he or she then may contact DFPS.

INQUIRIES:

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

ATTACHMENTS:

- Attachment 1: Texas Department of Family and Protective Services Local Child Care Licensing Offices
- Attachment 2: Instructions for Relative Child Care Providers on Completing Required Texas Department of Family and Protective Services Forms
- Attachment 3: Requirements for Listed Family Homes

RESCISSIONS:

WD Letter 50-07

REFERENCE:

Texas Workforce Commission Child Care Service Rule: 40 TAC §809.91(f)
WD Letter 40-07, Change 1, issued June 22, 2007, and entitled “Background Checks for Relative Child Care Providers: Implementation Timeline: *Clarification*”

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”